



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 7/24/18	<u>Interviewer:</u> Caitlin McGrane; Sue Guenter-Schlesinger	RFA #18-61
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Associate Professor, [REDACTED]		
<u>Cell –</u> [REDACTED]	<u>Office –</u> [REDACTED]	

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|--|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input checked="" type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
7/9/18	[REDACTED] emails EOO outlining his concerns regarding behaviors of his professor, [REDACTED]	
7/11/18	SGS t/c with [REDACTED]	Appointment scheduled for July 16.
7/16/18	SGS and CM meet with [REDACTED]	SGS went over the complaint procedure, including formal complaint procedure and the informal resolution process. CM then conducted an intake interview with [REDACTED] and took notes. [REDACTED] described a number of incidents that occurred with [REDACTED] over the last several years. Some incidents described by [REDACTED] did not specifically relate to an EO issue. The EO concerns [REDACTED] raised included the following: 1. Comments [REDACTED] made about middle school students (entering grades

		<p>1-6) at the [REDACTED] to include who you would take home, and who you would get rid of, who would be the "town pump" and who would be the virgin until marriage, who would be a tease</p> <p>2. Outed non-binary students during [REDACTED] class</p> <p>3. Licked [REDACTED] face during a [REDACTED] game</p> <p>4. Asked [REDACTED] to bring her coffee the color of his skin</p> <p>5. Touched the hair of women of color</p> <p>6. [REDACTED] - appropriation- not appropriate training</p> <p>7. White man wore a turban for no reason in a [REDACTED]</p>
7/16/18	SGS met with CM	CM reviewed notes from intake with [REDACTED] with SGS. SGS asked CM to schedule another meeting with [REDACTED] to determine next steps
7/16/18	CM phone call with [REDACTED]	[REDACTED] called CM because [REDACTED] had met with him following [REDACTED] meeting at EO. CM told [REDACTED] I would speak with SGS and we would get back to him.
7/18/18	SGS and CM t/c with [REDACTED]	
7/18/18	CM t/c with [REDACTED]	[REDACTED] called back- scheduled a meeting with CM and SGS on 8/20/2018 at 2:30 pm
7/20/18	CM meets with [REDACTED]	<p>SGS was unable to join the meeting due to a family medical issue. CM met with [REDACTED] discussed desired outcomes from this process. [REDACTED] decided he wanted to pursue an informal resolution process, at least initially. CM gave [REDACTED] an outline of what the process was going forward- told [REDACTED] he can always contact the EO office if he has any questions or concerns.</p> <p>[REDACTED] indicated he was hoping for an ability for [REDACTED] to grow somehow. [REDACTED] indicated he wanted some sort of warning system if this persists and there are more occurrences. Indicated he wanted [REDACTED] to truly understand what she is doing and that it has an impact on the students. Understand the difference between appreciation and appropriation.</p>
7/24/18	SGS call [REDACTED]	Appointment scheduled for August 1.
8/1/18	SGS and CM met with [REDACTED]	SGS and CM reviewed the concerns raised by [REDACTED] CM went through each of the concerns raised by [REDACTED] and [REDACTED] responded to each. [REDACTED] agreed with some of the information provided by [REDACTED] but disagreed with a number of things he said. At the conclusion of the meetings, CM warned [REDACTED] against retaliation, indicated the matter should be kept private [REDACTED] expressed concern re: [REDACTED] talking about it to other students and individuals in the department [REDACTED] expressed a willingness to participate in training and education, but also expressed frustration that she will be doing training when she believes the men in the [REDACTED] department act worse.
8/2/18	SGS received an e-mail from [REDACTED]	SGS received an e-mail from [REDACTED] indicating that [REDACTED] spoke to students about the concerns that [REDACTED] raised.
8/2/18	SGS and CM phone call to [REDACTED]	No answer- SGS left VM asking [REDACTED] to call back
8/2/18	SGS and CM phone call to [REDACTED]	No answer- SGS left VM asking [REDACTED] to call back
8/2/18	[REDACTED] phone call to SGS and CM	SGS spoke with [REDACTED] re: the informal resolution process and reminded [REDACTED] of the importance to keep this matter discrete.

8/3/18	██████████ e-mail to SGS	██████████ indicated she would like her union rep present at any future meetings.
8/3/18	CM phone call to ██████████	No answer- left message asking ██████████ to call back
8/3/18	██████████ phone call to CM	CM asked ██████████ if he had heard that ██████████ had spoken to students about ██████████ going to the EO. ██████████ did not indicate that anyone had said anything about talking to them about going to the EO office. CM reminded ██████████ of the importance of keeping this issue private/discrete. ██████████ indicated understanding and a willingness to do so. CM scheduled a meeting with ██████████ and SGS for August 10, 2018 at 4:00.
8/10/18	SGS and CM met with ██████████	SGS and CM reviewed what ██████████ had said with ██████████ and listened to his responses. ██████████ disputed some of what ██████████ said, but seemed to agree with other points. SGS explained the process and told him we would meet with ██████████ again and get a verbal commitment from her to change the problematic behavior going forward, which would be documented as part of this RFA.
8/24/18	SGS and CM met with ██████████ and Sandra	SGS and CM met with ██████████ and her union representative ██████████. SGS reviewed notes from the meeting with ██████████ agreed with certain aspects of issues that were raised, but disagreed (as she had before) with some of the facts as presented by ██████████. ██████████ agreed that at times she may have been too casual with her students- and will work to be more careful. ██████████ indicated it was a good wake up call for her, and something that she is committed to. ██████████ indicated she cares a great deal about ██████████.
8/31/18	CM met with ██████████	<p>CM told ██████████ about the conversation SGS and CM had with ██████████ about her commitment to change her behavior going forward, and told ██████████ that ██████████ had indicated she cares a lot about ██████████.</p> <p>██████████ indicated he was satisfied with the outcome of the RFA and thanked CM for her assistance. ██████████ said as long as ██████████ was told of his concerns, said she was not going to do it again, and there was a record of the process, he was satisfied with the outcome.</p>